

These instructions are being provided to assist you in your annual certification of movable property to the Office of Finance and Support Services. This certification will be utilized in your Annual Financial Report. Please make every effort to provide accurate information. Should you have any questions please call Judith Morrie at 342-5268.

## FORM A

PART A**COMPLETE LINES (1) THROUGH (6) OF THE CERTIFICATION IMMEDIATELY AFTER YOUR CERTIFICATION TO LPAA.**

- LINE 1. This line has been completed for you.
- LINE 2. (A) Research your files and utilize the LOWER portion of Form "C" to compile a list of those items that were SURPLUSED between 7/1 of the current year and your LPAA certification date. NOTE: Enter only those items which had been physically removed from the premises at the time the LPAA certification was made. Enter the total on line 2A of the OFSS certification.
- (B) If there were any DELETIONS on your property report from LPAA which YOU did not initiate by BF 11, provide a detail of these items using FORM "D".
1. If you DID NOT adjust the property report for these items, enter the total from schedule "D" on line 2B.
  2. If you DID adjust the property report, enter "None" on line 2B.
- LINE 3. (A) Research your files and utilize the UPPER portion of Form "C" to compile a list of those items that were PURCHASED between 7/1 of the current year and your LPAA certification date. Enter the total on line 3A of the OFSS certification.
- (B) If there were any ADDITIONS on your property report from LPAA which YOU did not initiate, provide a detail of these items using FORM "D".
1. If you DID NOT adjust the property report for these items, enter the total from schedule "D" on line 3B.
  2. If you DID adjust the property report, enter "None" on line 3B.
- LINE 4. If you made adjustments to the property value reported on the LPAA report, complete FORM "E" and enter the net amount on line 4.
- LINE 5. Enter the result of lines (1) through (4). This amount should equal the amount certified to LPAA as "ADJUSTED TOTAL DOLLAR AMOUNT OF INVENTORY". Contact OFSS if the amount does not agree.
- LINE 6. Utilizing FORM "B" enter the amount of current discrepancies.

*NOTE: For the OFSS certification the term "discrepancy" refers only to those items that were correctly listed on the property report but were NOT FOUND when the physical inventory was done (missing items). If an item should never have been listed on the property report, that item should NOT be reported a "discrepancy" but should be reported under lines 2B or 3B above.*

**This completes Part "A" of the annual certification of movable property to the Office of Finance and Support Services. Please send a xerox COPY of the following items to OFSS within 10 days of your certification to LPAA. SIGN and DATE the COPY of FORM "A". Retain the originals for completion of Part "B" at June 30th.**

1. Certification to LPAA
2. FORM "A" Certification to OFSS (Part "A" completed)
3. FORM "C" Listing of items surplused and purchased for the period
4. FORM "B" Detail of discrepancies 1st, 2nd, 3rd and current year
5. FORM "D" Additions and deletions on property report that were not initiated by the agency.
6. FORM "E" Property value changes
7. One copy of your Inventory By Agency Report (AM1414-01) received from LPAA

**PART B**

*At 6/30 each year Part B of the OFSS Certification is to be completed. Please note, an additional physical inventory IS NOT required to complete this portion of the form. Utilizing the same form you used to complete Part A (lines 1 - 6), complete Part B (lines 7 through 13).*

- LINE 7. Research your files and utilize the LOWER portion of Form "C" to compile a list of those items that were SURPLUSED after your LPAA certification date and REMOVED from the premises prior to 6/30. Enter the total on line 7 of the OFSS certification.
- LINE 8. Research your files and utilize the UPPER portion of Form "C" to compile a list of those items that were PURCHASED and received) after your LPAA certification date and received prior to 6/30. Enter the total on line 8 of the OFSS certification.
- LINE 9. Enter the amount from FORM "A" line 2B.
- LINE 10. Enter the amount from FORM "A" line 3B.
- LINE 11. Enter the total of all items identified as lost or stolen since the last physical inventory and certification to LPAA. If you have not reported such items to LPAA, please do so immediately. Attach a DATED copy of your notification to LPAA for these items.
- LINE 12. Enter the net sum of lines (5) through (11). This amount should reflect the actual movable property on hand at 6/30 as if a physical inventory had actually been taken.
- LINE 13. Complete the statement regarding reporting of items under \$1,000.

**NOTE:** Part "B" must be completed and returned to OFSS as soon after 6/30 as possible, no later than 8/4. Agents who certify to LPAA in May and June must take the necessary steps to assure the certification to OFSS is submitted timely.

F O R M A  
OFSS CERTIFICATION OF MOVABLE PROPERTY  
AGENCY(COST CENTER) NAME

DIVISION OF ADMINISTRATION  
OFFICE OF FINANCE AND SUPPORT SERVICES  
P O BOX 94095 CAPITOL STATION  
BATON ROUGE, LA. 70804-9095

ATTN: MARIANNE PATIN

This is to certify our Agency(Cost Center) movable property inventory as of 6/30/10.

PART A: (1) Beginning Balance 7/1/09

(2) LESS:

(A) Items surplused between 7/1/09 and LPAA Certification date\*

(-)

(B) Items deleted from property report WITHOUT agency authorization

(-)

(3) PLUS:

(A) Purchases RECEIVED between 7/1/09. and LPAA certification date

(+)

(B) Items added to property report WITHOUT agency authorization

(+)

(4) Net property value changes

(-)

(5) Amount last certified to LPAA (date / / )

\$

(6) Current year discrepancies as reported to LPAA.

(-)

PART B: (7) Items surplused (BF 11's) between certification date and 6/30

(-)

(8) Items purchased (rec'd) between certification date and 6/30

(+)

(9) Amount listed on line 2 B above.

(+)

(10) Amount listed on line 3 B above.

(-)

(11) Items lost or stolen since last certification to LPAA

(-)

(12) Total movable property at 6/30/10

\$

(13) Current year acquisitions valued under \$1,000 have ( )  
have not ( ) been tagged and reported to property control.

PROPERTY MANAGER

ADDRESS

TELEPHONE

DATE

\*NOTE: Certification date is defined as the date of the inventory master file listing on the  
Certification of Annual Property Inventory.

FORM B  
OFSS Certification of Movable Property

Supplemental Information Sheet  
Agency Name (Cost Center)

Tag No.	Class Code	Description	Location	Acquisition Date	Acquisition Cost
Total 1st year discrepancies, 2009					
Total 2nd year discrepancies, 2008					
Total 3rd year discrepancies, 2007					
Total Current year discrepancies, 2010					

FORM C  
QFSS Certification of Movable Property

Supplemental Information Sheet

Agency Name (Cost Center)

PART A  
7/1 Through Certification Date

PART B  
Certification date through 6/30/10

PURCHASED \*

Tag No.	Description	Purchase Order No.	Date Received	Cost

Total Purchas 0

SURPLUSED \*\*

Tag No.	Description	BF 11 No.	Date Item removed from premises	Cost

\* Items must be received    \*\* Items must have been picked up

Total Surpluse 0

# FORM D DFSS Certification of Movable Property

<b>Supplemental Information Sheet</b>	
<b>Agency Name (Cost Center)</b>	

Agency Name (Cost Center): \_\_\_\_\_

**Additions to Property Report not initiated by this Agency :**

Tag No.	Class Code	Description	Location	Acquisition Date	Acquisition Cost
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[illegible]

**Total Additions** \$

**Deletions from Property Report not initiated by this Agency:**

Tag No.	Class Code	Description	Location	Acquisition Date	Acquisition Cost
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[illegible]

**Total Deletions** \$

FORM E  
OFSS: Certification of Movable Property

Supplemental Information Sheet	
Agency Name (Cost Center)	

Agency Name (Cost Center)	Agency Code	Agency Type	Agency Address	Agency City	Agency State	Agency Zip	Agency Phone	Agency Fax	Agency Email	Agency Website	Agency Notes
Agency Name (Cost Center)	Agency Code	Agency Type	Agency Address	Agency City	Agency State	Agency Zip	Agency Phone	Agency Fax	Agency Email	Agency Website	Agency Notes

Tag. No.	Description	Old Property Value	New Property Value	Net Change to Property value
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